

# THE CATHOLIC UNIVERSITY OF AMERICA

## **Senior Application Administrator-Business Applications (Application Engineer III -full-time, 35 hours/week) Technology Services Position 101453**

**Position Summary:** Technology Services serves the university by providing access to high quality, state-of-the-art, computing, communications and information resources through the Internet, local and wide area networks, databases and libraries, and by supporting the management information needs of the university.

The department utilizes PeopleSoft to satisfy its Enterprise Resource Planning (ERP) function requirements and maintains a team dedicated to supporting, maintaining and customizing the PeopleSoft platform to best serve the university administrative needs. The department maintains and manages various specialized business applications to support the specific functional and business process needs of our campus departments and the university.

As a **Senior Applications Administrator**, this position's primary responsibility will include configuring application (including but not limited to business applications supporting various divisions – LMS - Black Board, Campus Safety and Security - Informant, Facilities Management - eMaintenance, University Advancement - Millennium, Housing and Dining Services - Housing Director, Odyssey and more. It will also include architecting, installing, monitoring and departmental business applications with PeopleSoft. This position will support and lead major initiatives and coordinate projects including implementing new systems and modules, applying enhancements and managing upgrades for the entire portfolio of business applications. Working closely with network engineers, systems engineers, architects and database administrators, this position will be responsible for architecting and designing application deployment environment to be robust, secure, reliable and highly available. This position will lead projects to develop custom applications using complete SDLC methodologies.

This position will routinely liaison with customer groups, departments and SME's to understand their business processes, identify opportunities for process improvements, propose and evaluate products and services to gain efficiencies and become the trusted service partner representing Technology Services.

### **Essential Responsibilities Include:**

Configure, maintain and manage the application services environment: Architect, install, upgrade and maintain applications and services. Develop processes for routine maintenance and management tasks Identify and research software patches/fixes for systems. Perform system upgrades, patching tasks and activities for business application. Develop and maintain monitoring scripts to monitor systems, troubleshoot and repair system problems, create and update system documentation. Define appropriate metrics to measure performance and ensure metrics are collected, reported and reviewed regularly

Application development, integration, maintenance and management: Design, develop and implement the technical architecture of business applications and interfaces to the PeopleSoft environment. Design, and develop custom application as appropriate using SDLC life cycle management methodologies. Troubleshoot reported issues and work with database team to identify root causes and remedies. Provide oversight on operations of ancillary systems.

Participate in new functionality development to ensure secure, elegant and low maintenance data designs are adopted: Work closely with our partners (user groups and departments) to create business process analysis and mapping. Evaluate existing products for enhancements, review new products and services to enhance the overall service management of the application services environment.

Perform other job related duties as assigned by supervisor: Work as a team lead for the application engineering team. Develop frame work to establish documentation standards, mentor peers and team members to adopt culture of keeping documentation up-to-date.

**Minimum Qualifications:** A Bachelor's degree in information technology, computer science or related discipline required. Masters' Degree preferred.

**Practical Experience:**

- At least 6-8 years' programming experience using at least one programming language or toolset. Two years' experience can be substituted by a Master's degree.
- At least 4-6 years' experience as an Applications Administrator. Experience must include working within a formal SDLC environment. Experience integrating business applications with PeopleSoft Modules – Finance, HCM or Campus Solutions.

**Required Experience:**

- Demonstrated experience as a SQL developer: writing SQL code, scripts and using report tools
- Experience developing interfaces between PeopleSoft and business applications (hosted, cloud based) using scripting, SQL coding, file transfer, web services etc.

And one or both of the following:

- Experience developing and maintaining PeopleSoft applications.
- Experience installing and configuring COTS applications in a multi-tier environment, including integration with ERP applications.

**Desired Experience:**

- Project planning and project management experience desired.
- Experience managing or leading technical team of application administrators preferred.
- Higher education experience a plus.

**How to apply: forward resume, cover letter and salary requirements (salary expectations are considered part of application process):** [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position **101453** in subject line of email. Applications open until filled.

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